

Job Description: COUNTY EXTENSION AGENT (MARINE)

CLASS NO. 3103

EEOC CATEGORY: Professionals

PAY GROUP: Unclassified

FLSA: Exempt

SUMMARY OF POSITION

Assists county residents with commercial fishing, water quality, and agriculturally-related problems, providing up-to-date research-based information on this subject and developing and coordinating a variety of activities to administer effective extension programs common to agriculture and related fields. Also assists county residents with community development programs, environmental concerns, Youth-At-Risk programs, and financial management programs.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners Court, District Extension Director, and any other appropriate County Extension Coordinators.
2. Directs: Jointly supervises Secretary (County Extension).
3. Other: Works under the policies and procedures of the Texas Agriculture Extension Service, Texas A&M University, the U. S. Department of Agriculture, and the Commissioners Court. Has frequent contact with a variety of agriculturally-related agencies and organizations, other county employees, and the general public.

EXAMPLES OF WORK

Essential Duties*

Develops, organizes, and plans programs related to agriculture, commercial fishing, water quality, community development, and 4-H and other youth organizations;

Plans, implements, and evaluates an effective extension program based on the expressed needs of the people;

Assists in organizing and maintaining a broadly-representative county program-building committee, and assist the program-building committee in gathering, analyzing, and interpreting data, and in developing specific plans;

Serves as advisor to various marine and agriculturally-related groups in the county and to individuals upon request;

Gathers, analyzes, and interprets information about specific situations in the county, obtaining assistance from appropriate specialists and resource persons as needed;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
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CLASS NO. 3103 (Continued)

Identifies, recruits, and trains volunteer leaders for various functions and projects;

Conducts educational activities through teaching, newsletters, community study groups and services, and the mass media, and prepares and conducts teaching demonstrations on a variety of marine and agricultural issues and topics for various groups;

Disseminates research information to the general public;

Prepares monthly, annual, and special reports;

Participates in regularly-scheduled county staff conferences;

Uses appropriate evaluation techniques for significant program activities;

Recruits, selects, and trains secretarial and paraprofessional extension personnel;

Plans coordinates, and supervises the work activities of assigned personnel and conducts annual performance reviews of assigned personnel;

Develops and participates in long-range professional improvement plans;

Maintains complete records of all personnel actions, activities, and reports required by the Equal Employment Opportunity Action Plan of the Texas Agricultural Extension Service and appropriate provisions of the Civil Rights Act, and assists in the development and implementation of EEO Action Plan; and

Creates and maintains or oversees the maintenance of accurate office filing system.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: technical aspects of agricultural, and commercial fishing techniques; personnel policies and procedures.

Skill/Ability to: teach and motivate persons of all ages; understand and comply with the policies, philosophy, and procedures of the Texas Agricultural Extension Service; establish and maintain effective working relationships with other county employees, employees of a variety of agriculturally-related agencies and organizations, and the general public; successfully plan and implement program-building and problem-solving techniques; demonstrate proficiency in both oral and written communication (including explaining technical subject matter to nontechnical people); employ successful organizational skills; interpret and project background information into the ongoing program; and interpret situations and adapt the program to the needs of those involved.

This job description does not take into account potential reasonable accommodations.

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CLASS NO. 3103 (Continued)

ACCEPTABLE TRAINING AND EXPERIENCE

Bachelor's degree in marine science, wildlife and fisheries, or a related field (master's degree preferred), plus at least two years of related work experience as an Assistant County Agent;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.